



## Visits and Outings Policy and Procedure

Bottesford Bunnies embraces visits and outings for the children as part of their education and learning experiences at the Pre-School.

Parents/Carers will be informed, wherever possible, at least one month in advance of any planned outings and visits. Prior written consent will be obtained from parents/carer's who have parental responsibility when visits/outings are planned, in the event a parent cannot attend the trip with their child.

Main trips and outings are open to all children who attend Pre-school. However, where a visit exceeds a child's normal hours at the Pre-School, it is at the parents/carer's discretion, whether they wish their child to attend. **However, the Pre-School will close for any children not going on outings/ visits.**

If Parents/Carers do not wish for their child to attend, they must inform the Director in advance.

If trips are arranged at short notice, parents will be informed as soon as possible, and permission sought.

**Trips will not take place in the event of a pandemic, in line with government guidelines.**

An appropriate risk assessment will be obtained for the place the setting will be visiting and where possible, or if deemed necessary, a visit will be made to the destination by the Director or a Designated Educator prior to the visit, if this is a new venue/place Bottesford Bunnies has not visited before. We will also use risk assessments provided by venues, when necessary. Any hazards identified will be where possible removed, minimised and/or managed. A copy of the risk assessment will be given to each Educator, parent/carer's attending the trip will be advised where they can view the assessment, prior to the trip itself. A copy of the risk assessment will then be kept on file for anyone to view upon request.

As stated in the Statutory Guidance for the Early Years Foundation Stage (DfE 2024)

3.74 'Children must be kept safe while on outings. Providers must assess potential risks or hazards for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of staff to child ratios. The risk assessment does not necessarily need to be in writing, this is up to providers.'

The ratio of adult/children will be higher than normal where possible this will be one adult to two children, although for our annual Christmas Trip and our Summer Trip, it is our policy for parents/ carers to accompany their child. We will also request written consent from each parent (who has parental responsibility) for each of our trips in the event they are unable to accompany their child on the trip due to exceptional circumstances.

A first aid box, emergency contact numbers and accident forms will be taken as well as a mobile phone.

First aiders will also be present on all outings/trips.

During the outing the children will be supervised at all times to ensure there is no unsupervised access to the children, and the adult/children's ratios will be maintained where educators are responsible for a child as their parent/ carer's cannot attend the trip.

Vehicles transporting children, and the driver of those vehicles, must be adequately insured. (DfE 2024 3.75)

Parents will be asked to provide car seats to use on coaches for very young children.

#### Transition to school visits.

We will endeavour to visit each school; the children are transitioning to with them; however, we will also advise parents in advance when these visits are planned for.

#### **References to other policies:**

- Communication & working in Partnership Policy
- Complaints Policy
- Equality of Opportunities Policy
- Health, Safety, Welfare & Hygiene Policy
- Lost Children Policy
- Safeguarding Children Policy & Procedure

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Practitioners  
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Signature:  
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Educators January 24<sup>th</sup>, 2024  
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Lead and educators on March 26<sup>th</sup>, 2025  
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This policy is also in line with EYFS (DfE 2024)